



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY MAINTENANCE MANAGER	38	A	9.103

Under general direction of the Assistant District Engineer for maintenance, Highway Maintenance Managers plan, organize and direct a major complex highway maintenance, equipment safety program for an assigned district in compliance with State and federal laws, rules and regulations, department policy and budgetary authority.

Administer and direct assigned district maintenance and equipment operations to ensure attainment of department and district objectives. This includes: establishing priorities within the parameters of the annual work program; conferring with Highway Maintenance Supervisors and the Highway Equipment Mechanic Supervisor I regarding scheduling, material and equipment needs; reviewing maintenance management system reports, work program analysis reports, and related information; ensuring adequate staffing of maintenance crews and equipment shop staff and the availability of crews to handle emergency situations; overseeing safety program for assignment area; reviewing and developing equipment specifications; developing work plans and budgets in the application of program objectives and in accordance with State and federal requirements; observing projects in progress; and budgeting for contract services such as janitorial services for rest areas and inmate labor.

Evaluate the effectiveness of the district's maintenance, equipment, safety, vegetation management and noxious weed programs and determine needed changes or enhancements in administering these programs in conjunction with Highway Maintenance Supervisors and the Highway Equipment Mechanic Supervisor I; conduct maintenance inspections of roadway, roadside facilities, maintenance stations and equipment in order to identify and evaluate their condition, safety hazards, and required maintenance and/or repairs. Examine all roadways within the district annually and recommend priorities to Assistant District Engineer/District Engineer for inclusion in the annual work program. Prepare cost estimates for project recommendations by referring to the maintenance management manual to obtain information regarding labor and material requirements and by calling suppliers to obtain estimates on material costs.

Develop an annual maintenance work budget by reviewing past expenditures, workload indicators, proposed projects and non-rental equipment and maintenance material needs; submit the budget recommendation to the Assistant District Engineer for review and incorporation into the district budget.

Submit samples of aggregate, asphalt and traffic paint to the Materials and Testing Division for specification requirements and review quality control tests prior to recommending purchase or manufacture of maintenance materials.

Coordinate the activities of the district's maintenance and equipment programs and activities to ensure proper planning, implementation and budgeting goals are achieved; review and develop equipment specifications in conjunction with Assistant District Engineer and District Engineer; maintain communication with other districts, divisions, various department staff and State and local entities to ensure activities are completed in a timely and efficient manner.

Communicate with Equipment Division and Headquarters Maintenance office personnel in the formulation and development of equipment maintenance schedules and repair procedures; schedule statewide equipment

required to accomplish maintenance projects and arrange for equipment repairs; review reports regarding equipment malfunction or failures and take appropriate action; investigate repair and replacement recommendations and/or identify potential equipment problems and recommend solutions; perform maintenance plan reviews of materials and equipment for the purchase of new or upgraded equipment; discuss specifications and request replacement of rental equipment; purchase materials.

Oversee and implement the district's Roadside Vegetation and Noxious Weed Management Program; develop and maintain inventories of undesirable and noxious roadside vegetation as well as short and long-term plans for removal and continued management; communicate with landowners, city and county officials and district staff regarding program activities, priorities and health hazards.

Provide assistance to the Assistant District Engineer by remaining current on district projects, inter-agency agreements, and local concerns; respond to inquiries and requests for assistance from the public, outside agencies, or other department staff; attend public meetings with city and county, the public, land owners, and contractors to provide information and answer questions pertaining to department and district maintenance operations and activities.

Supervise a variety of staff including maintenance supervisors, equipment mechanic supervisors, maintenance workers, skilled craft workers and equipment operator instructors; hire, train, assign and review work; take appropriate disciplinary actions, and evaluate performance; ensure maintenance personnel comply with federal, State and local laws, regulations and agency policies and procedures.

Provide direction in the administration of the district's in-house training program for staff including the development of new methods, policy, and procedure.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school or the equivalent education and two years of supervisory experience equivalent to a Highway Maintenance Supervisor II or a Maintenance Management Coordinator II in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: budgeting principles and practices; methods, materials, tools and equipment used in the construction, assembly, overhaul, repair, and adjustment of automotive and highway construction and maintenance equipment; the various types of undesirable roadside vegetation and noxious weeds and appropriate management techniques. **Working knowledge of:** equipment systems and operating characteristics of light, medium, heavy, and specialized highway maintenance and construction equipment from a variety of manufacturers; State and agency administrative regulations, policies and requirements; agency policies and procedures such as those contained in the following reference sources: Maintenance Management System Manual, Standard Plans for Road and Bridge Construction, Standard Specifications for Road and Bridge Construction, Maintenance Sampling and Testing Frequency, Standard Highway Signs and Supplement Manual; federal and State laws and regulations pertaining to highway maintenance operations such as those contained in the following reference sources: the Manual on Uniform Traffic Control Devices, Nevada Work Zone Traffic Control Handbook, Hazardous Materials, Substances, and Waste Compliance Guide. **Detailed knowledge of:** materials, equipment and techniques used in roadway maintenance and construction. **Ability to:** deal with management and supervisory level staff both internally and externally to solve problems or negotiate solutions to difficult problems and issues; properly allocate materials and equipment including their acquisition and application; analyze information, problems, situations, policies and procedures to effectively define problems, identify relevant concerns or factors, formulate logical and objective conclusions, and recognize alternatives and their implications; direct a variety of specialized

MINIMUM QUALIFICATIONS (cont'd)

functional areas; interpret and comprehend technical reports, documents and specifications; analyze maintenance, material and equipment plans and specifications to effectively direct and administer program functions; investigate, resolve and answer requests and complaints from the general public; interpret and enforce State and federal laws, rules and regulations pertaining to various department programs including safety, drug testing, training requirements, and personnel management issues; train and motivate line and supervisory staff; design or modify procedures to accomplish district programs more efficiently; evaluate the effectiveness of the noxious weed and roadside vegetation management program and recommend improvements; speak on a one-to-one basis or to groups using appropriate vocabulary and grammar to obtain information and explain policies and procedures; write grammatically correct business correspondence, procedures and reports; interpret engineering drawings, plans, maps, layouts, and specifications; establish and maintain cooperative working relationships with co-workers, division and department staff, other agencies and the general public; organize, direct and monitor maintenance operations within a major section of a district; establish program priorities, and calculate requirements for personnel, equipment and materials; establish work priorities, delegate assignments, and evaluate subordinate effectiveness; mediate between contending parties or groups; evaluate roadways and determine the nature and extent of maintenance and repairs required to comply with specification standards; evaluate the quality of maintenance material to determine conformance with specifications.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Thorough knowledge of: agency policies and procedures such as those contained in the following reference sources: Maintenance Management System Manual, Standard Plans and Specifications for Road and Bridge Construction, Maintenance Sampling and Testing Frequency, Standard Highway Signs and Supplement Manual; the assigned geographical territory in terms of roadway, right-of-way, drainage systems, structures, fixtures, utilities, and entities having regulatory jurisdiction. **Knowledge of:** internal requirements of each program in the district to eliminate duplication of effort and inefficiency in the utilization of resources. **Ability to:** prepare and monitor an annual maintenance operation budget; coordinate maintenance and equipment operations with other divisions to ensure projects are on schedule and within budget; meet district goals within budgetary constraints; develop equipment specifications for a variety of standard highway maintenance equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.103

ESTABLISHED:	1/1/61
REVISED:	10/8/69
REVISED:	1/16/76
REVISED:	11/7/89R
	10/19/90PC
REVISED:	7/1/91P
	11/29/90PC
REVISED:	7/1/91P
	5/24/91PC
REVISED:	8/25/98R
	3/9/00UC